



San Miguel County, Colorado

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Deputy Assessor

Department: Assessor
Pay Grade: 25
FLSA Status: Non-Exempt

JOB SUMMARY

Performs valuation and discovery of all personal property in the county through field inspections and data collection. Processes computer request from the public. Front desk receptions for inquiries and general office task.

Supervision Received: Receives direct supervision from the County Assessor.

Supervision Exercised: None.

ESSENTIAL JOB FUNCTIONS

- Implements the State Statutes required by law.
- Organizes, scans, and files all documents related to personal property, sales and non-sales and general filing.
- Publishes public notices required by the state including newspaper, courthouse, etc.
- Facilitates address changes.
- Downloads and sends all data files for tax roll, and personal property declarations and real and personal notice of values.
- Prepares and sends all queries related to name and addresses.
- Prepares bills for processing.
- Assists with the budget.
- Scans and enters blueprints for easy access to appraisal accounts.
- Send documents and questionnaires related to value or descriptions of personal or real property.
- Maintains County black list.
- Prepares required yearly statutory forms.

- Processes senior exemptions.
- Processes, audits, enters, implements all laws for personal property.
- Prepares and sends most state required reports.
- Performs other related duties as required and assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent is required with training/coursework in office procedures, word processing, accounting, and computers. Schooling involving property valuation and transfers may be needed.

Licenses or Certifications:

None.

Special Requirements:

None.

Knowledge, Skills and Abilities:

- Ability to operate a calculator and keyboard accurately and operate standard office equipment including data entry equipment.
- Ability to understand verbal information and instruction.
- Ability to exchange information with others and to develop and present recommendations.
- Ability to read, understand, and compose written information and instructions.
- Ability to translate communication methods into various levels of effective oral and written material.
- Ability to use mathematical reasoning to carry out office management responsibilities.
- Ability to utilize analytical skills and apply results.
- Ability to use and apply technology.
- Ability to speak one or more foreign language is helpful, particularly Spanish.
- Ability to travel to added training courses.

PHYSICAL DEMANDS

The work is sedentary requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Requires fingering, reaching, kneeling, lifting, repetitive motion, mental acuity including the ability to make rational decisions through sound logic and deductive processes, the ability to express ideas by means of the spoken word, ability to receive detailed information through oral communication, and to make the discrimination in sound, and have close visual acuity.

WORK ENVIRONMENT

Work is performed in in a relatively safe, secure, and stable work environment.

San Miguel County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. *San Miguel County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*